CIMSuPro

CARICOM INTERACTIVE MARKETPLACE & SUSPENSION PROCEDURE

Marketplace User Manual

CONCEPT

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1. General

Welcome to the CIMSuPro Marketplace User Manual.

The purpose of this manual is to provide guidelines for the CIMSuPro Marketplace users.

1.1 Scope

To encourage trade between CARICOM member states it was decided that manufacturers within the CSME should first seek and purchase within the CSME. The Suspension Mechanism was set in place to administratively handle this procedure and grant suspension to acquire outside the CSME if the product is not available within the CSME. This procedure has shown to be cumbersome, time consuming and sensitive to time constraints.

The CARICOM INTERACTIVE MARKETPLACE & SUSPENSION PROCEDURE will create a managed market place for CARICOM companies to post, not only their raw materials and packaging but also their finished products to the CSME purchasers. The seller is responsible for up to date information of their products. This list will actually be a –non approved list of ineligibles- where a purchaser can be matched immediately with a supplier bypassing the suspension procedure. If this match was not made or the product does not meet the technical requirements the suspension procedure will still be put into effect. This method should relief the secretariat the guess work and the urge to match suppliers and purchasers.

1.2 Role

Marketplace Users

You as the marketplace user can act simultaneously as a supplier or as a purchaser. You will be able to “display” your products on the marketplace or seek for one. Further you will be able to manage your own profile, listings and requested suspensions.

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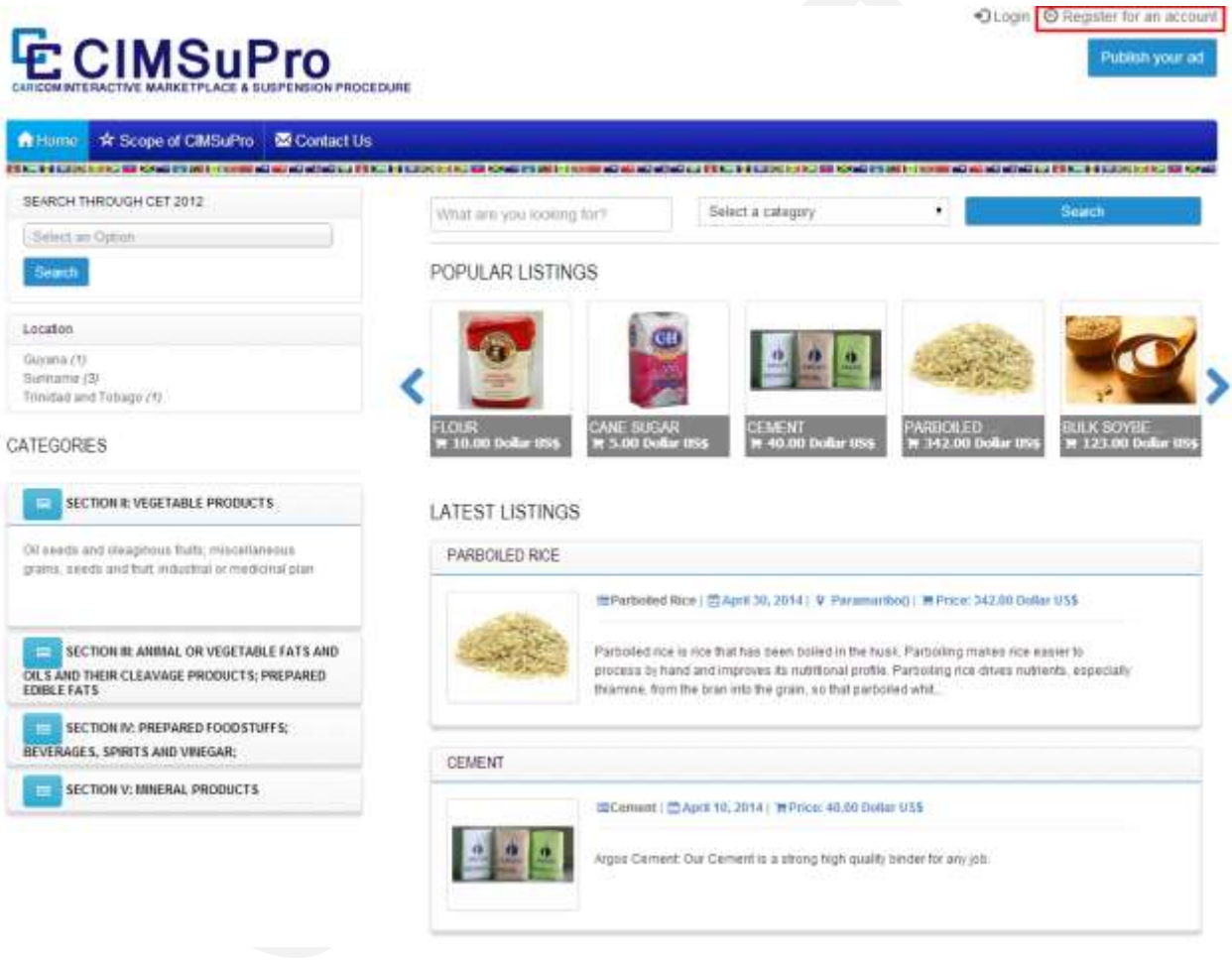
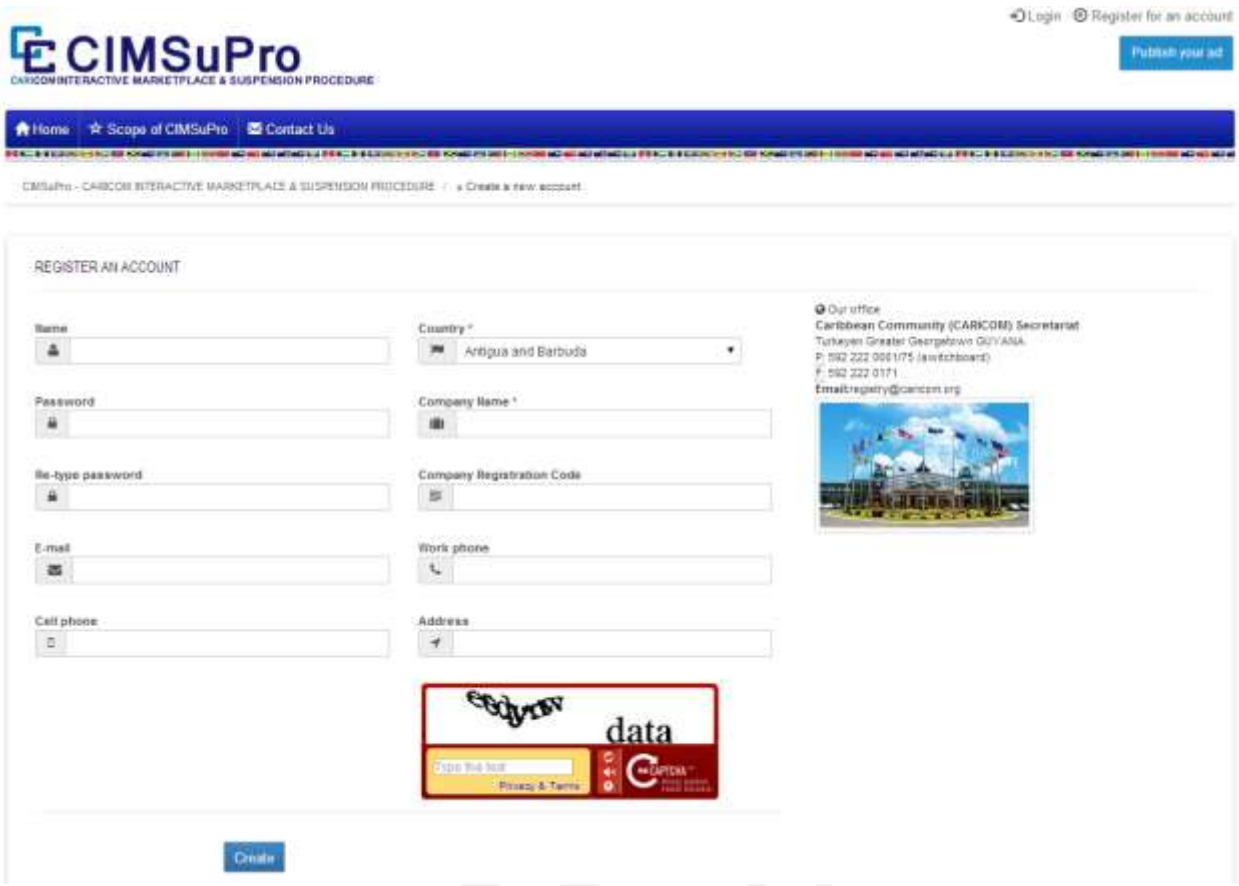
2. Log In

The first step to start using the CIMSuPro marketplace, is to login using the following URL address:
http://cimsupro.com

Registration
For the first time you as the supplier or the purchaser has to register to become an eligible participant of the Marketplace. Click on the “Register for an account” button in the header to register for an account.

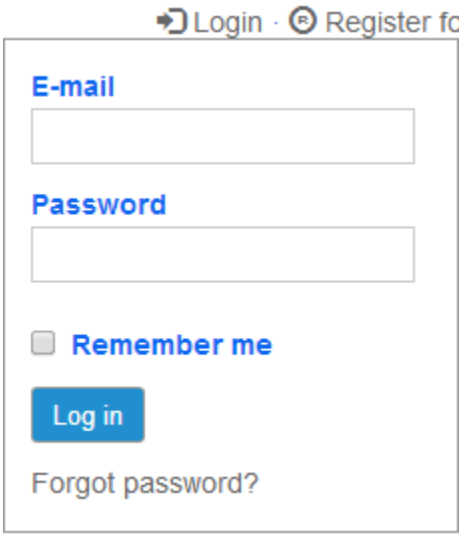

Login
Register for an account
Publish your ad
CIMSuPro
CARICOM INTERACTIVE MARKETPLACE & SUSPENSION PROCEDURE
Home
Scope of CIMSuPro
Contact Us
SEARCH THROUGH CET 2012
Select an Option
Search
Location
Guyana (1)
Suriname (3)
Trinidad and Tobago (1)
CATEGORIES
SECTION II: VEGETABLE PRODUCTS
Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial or medicinal plan
SECTION III: ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS
SECTION IV: PREPARED FOODSTUFFS; BEVERAGES, SPIRITS AND VINEGAR;
SECTION V: MINERAL PRODUCTS
What are you looking for?
Select a category
Search
POPULAR LISTINGS
FLOUR
CANE SUGAR
CEMENT
PARBOILED
BULK SOYBE
LATEST LISTINGS
PARBOILED RICE
Parboiled Rice | April 30, 2014 | Paramaribo() | Price: 342.00 Dollar US$
Parboiled rice is rice that has been boiled in the husk. Parboiling makes rice easier to process by hand and improves its nutritional profile. Parboiling rice drives nutrients, especially thiamine, from the bran into the grain, so that parboiled whit...
CEMENT
Cement | April 10, 2014 | Price: 40.00 Dollar US$
Argos Cement: Our Cement is a strong high quality binder for any job

The following page will appear. Fill in the registration form and then click on the “Create” button.



After registering the Competent Authority of your country will validate the registration and activate your account. You will be informed by e-mail when your account has already been activated and is ready to use.

When your account is activated, you can login with your e-mail address and password by clicking on “Login” in the header.



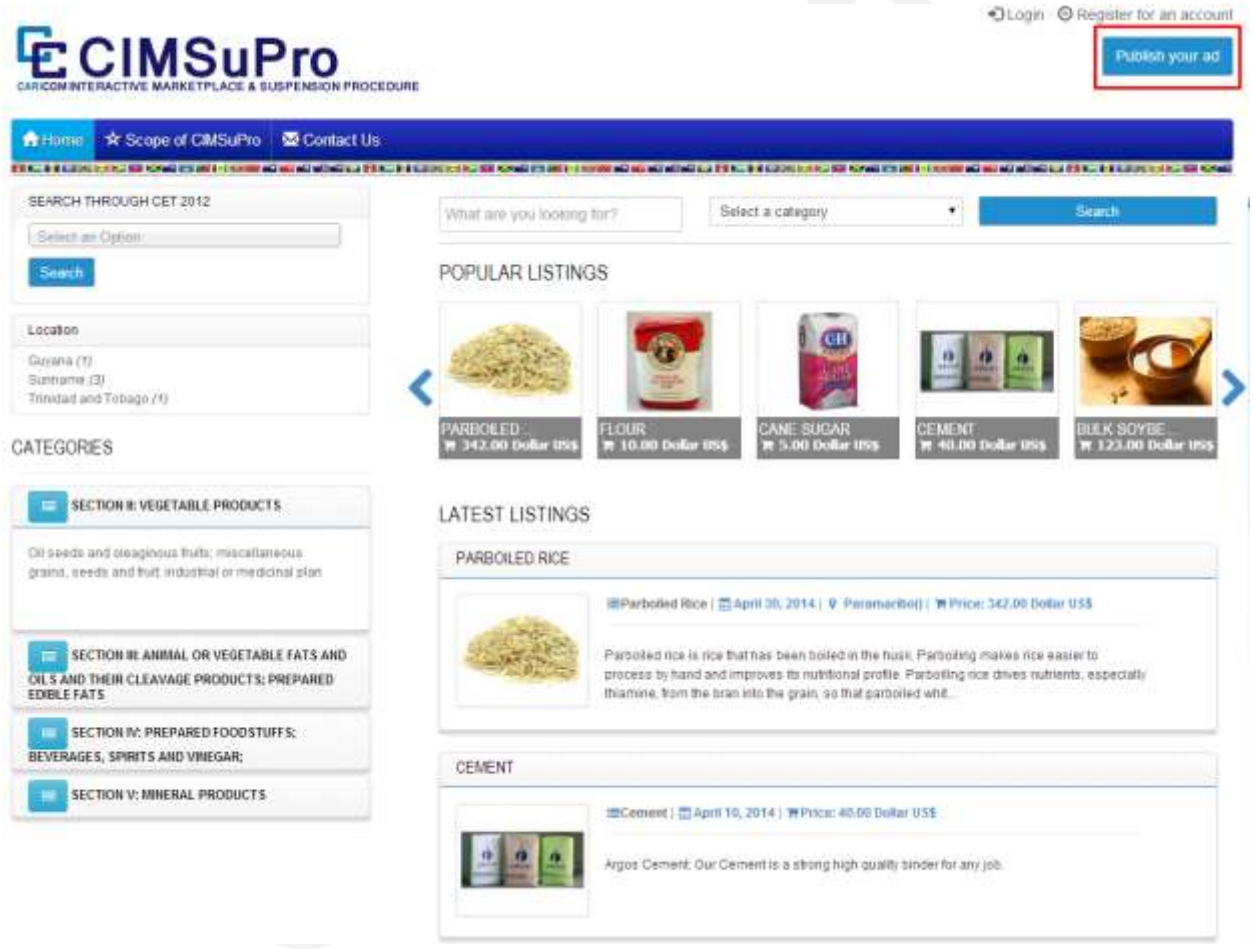
CONCEPT

3. Listings

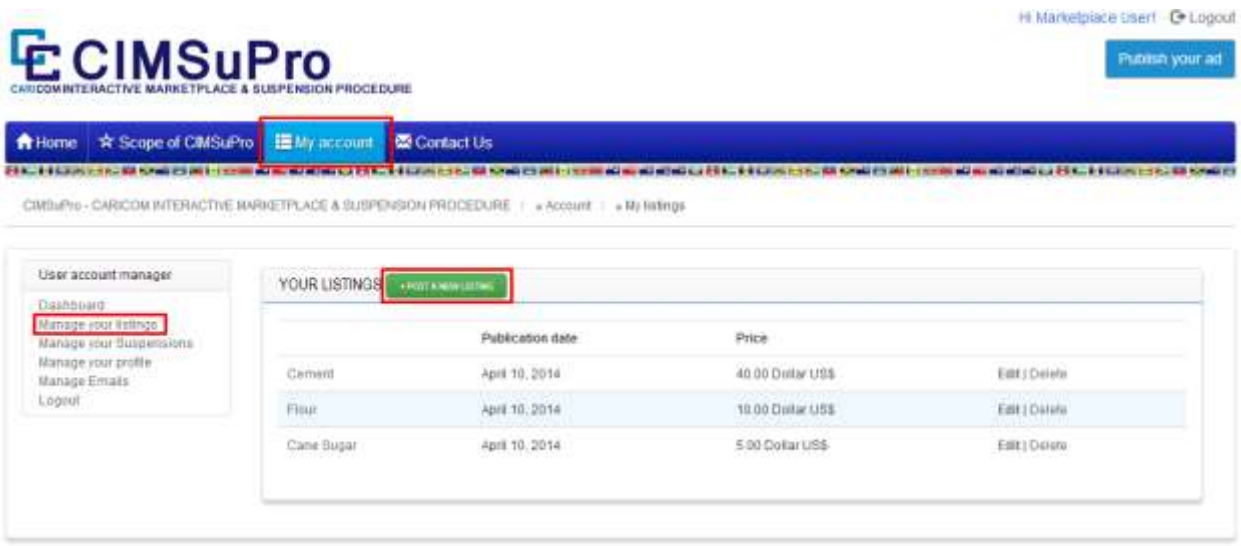
3.1 Publish listing

Both the Supplier and the Purchaser have to use the same form to “display” a product on the marketplace or seek for one.

You can publish a listing or seek for one by clicking on the “Publish your Ad” button which appears in the header of every page.



You can also publish a listing by clicking on the “My account” tab on the homepage, then navigating to “Manage your listing” on the sidebar and finally clicking on the “Post a new listing” button.



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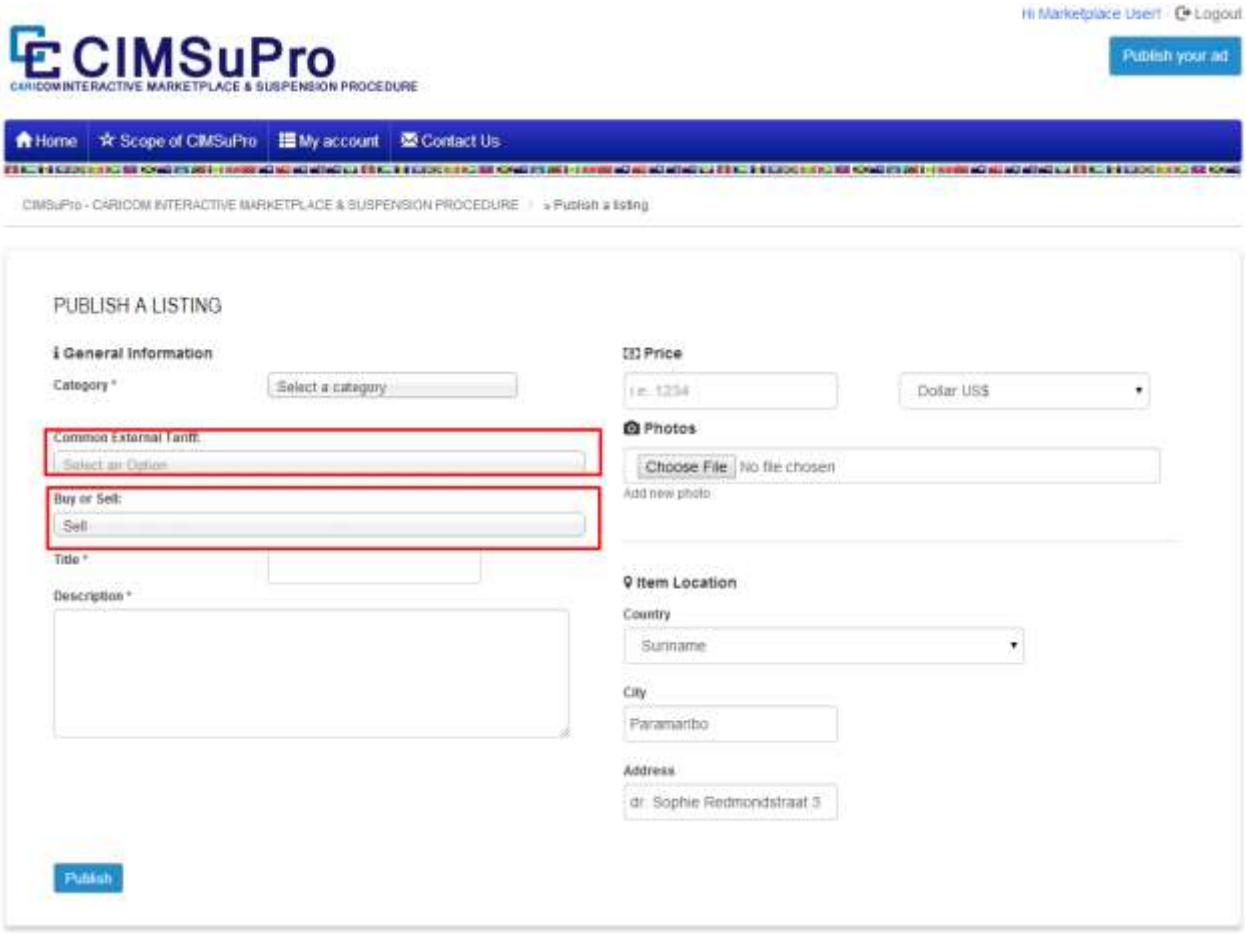
The “Publish a listing” form will appear. Fill in the form. After selecting a category, choose “Buy” or “Sell” as type whether you want to display a product or seek for one. It is recommended that photos should be captured with at least a 5 megapixel camera, in order to be uploaded on the CIMSuPro marketplace. It is also recommended to add 3 or 4 photos per product. Your listing location information will be automatically filled in, because it’s linked with your profile information. After you have completely filled in the form, click on the “Publish” button.



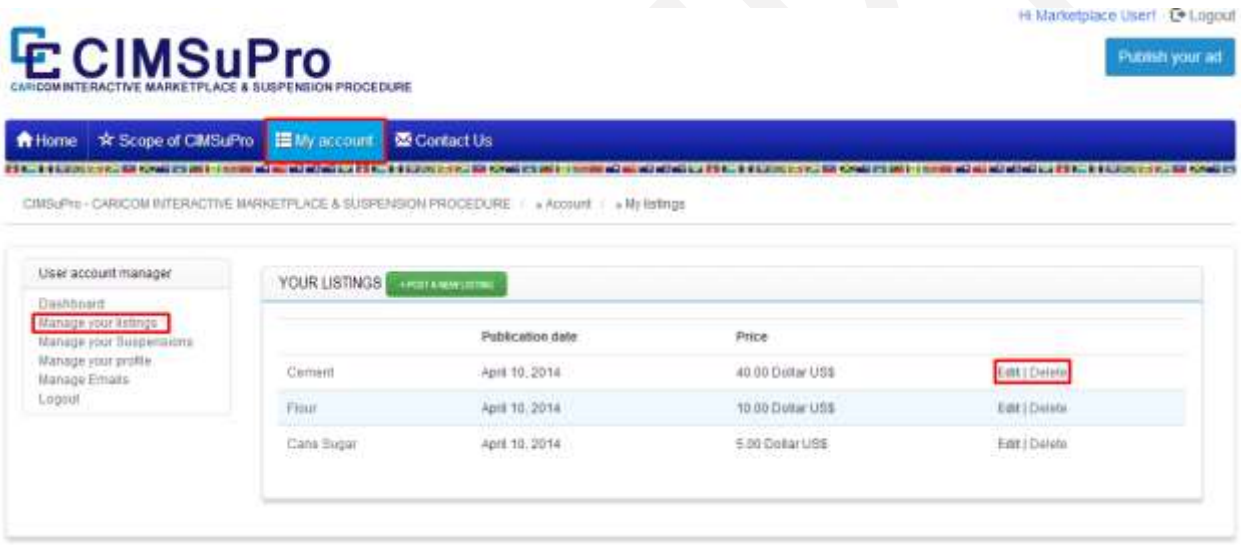
If your listing has been posted successfully, the following message will appear.

Your listing has been published

Your listing is now available on the marketplace.

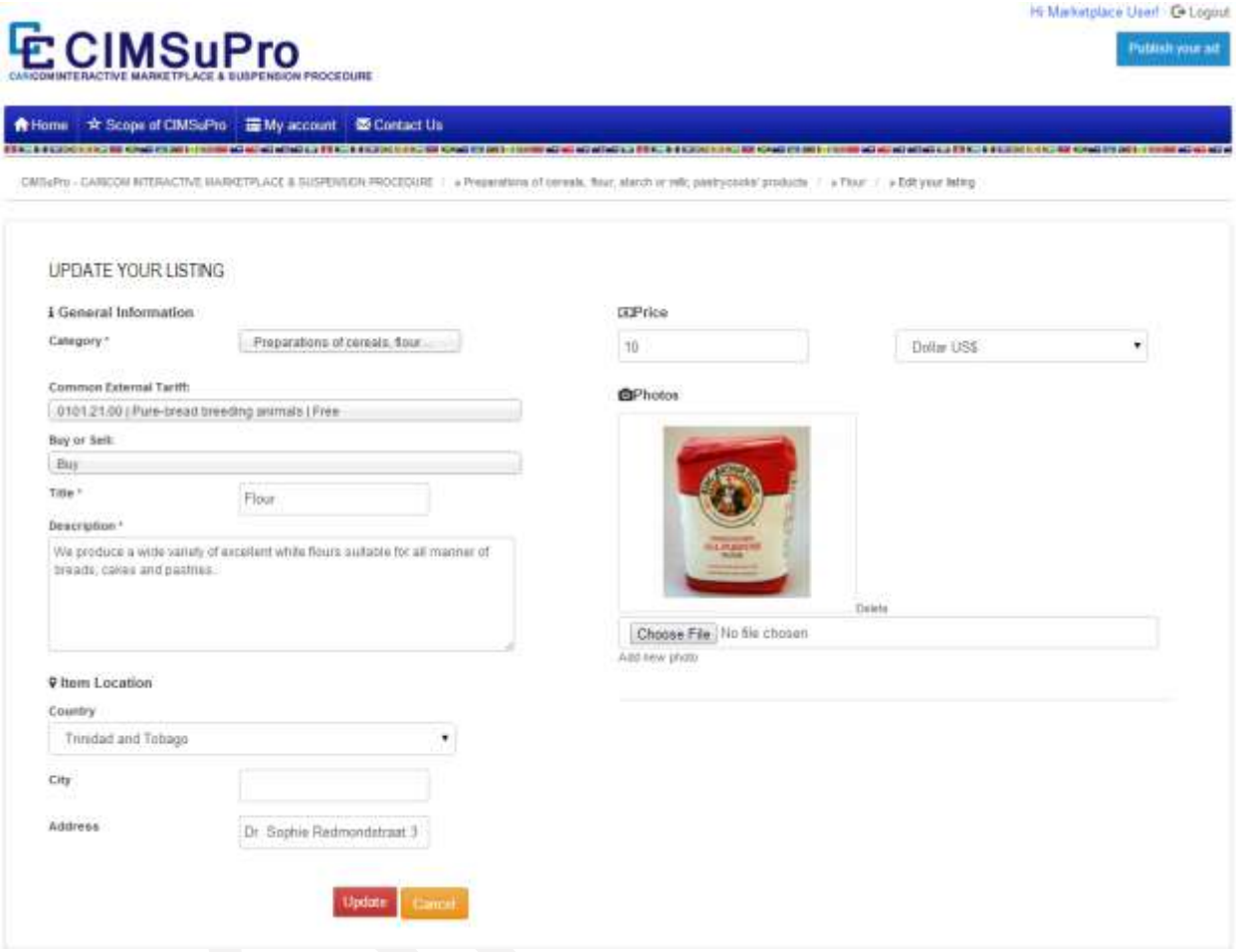
3.2 Manage listings

You as a supplier are also able to manage your listings. You can manage your listing by clicking on the “My account” tab on the homepage and then navigating to “Manage your listing” on the sidebar. An overview of all your posted listings will appear. You have the ability to edit or delete a listing.

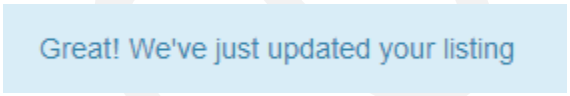


Edit listing

By clicking on “Edit” you can edit the information of that listing. The following page will appear. Edit the desired information and then click on the “Update” button.

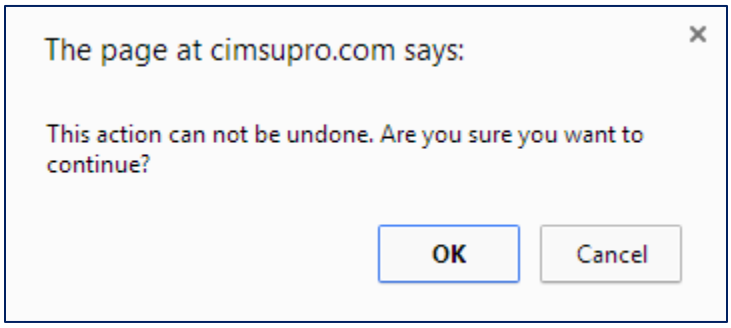


After updating the information, the following message will appear.

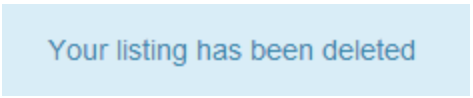


Delete listing

By clicking on “Delete” you can remove that listing. The following pop-up message will appear and by clicking on “OK”, the listing will be removed.



Finally the following message will appear.

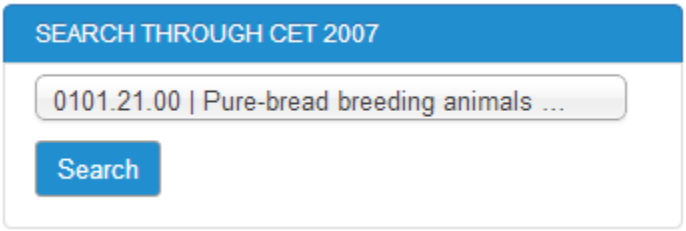


CONCEPT

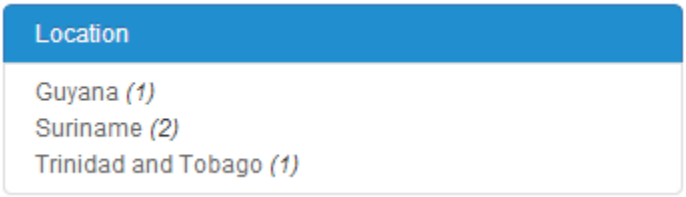
3.3 Search listings

Main search
You can search immediately for a listing using the search bar on the homepage. Fill in what you are looking for, select a category (optionally) and then click on the “Search” button.

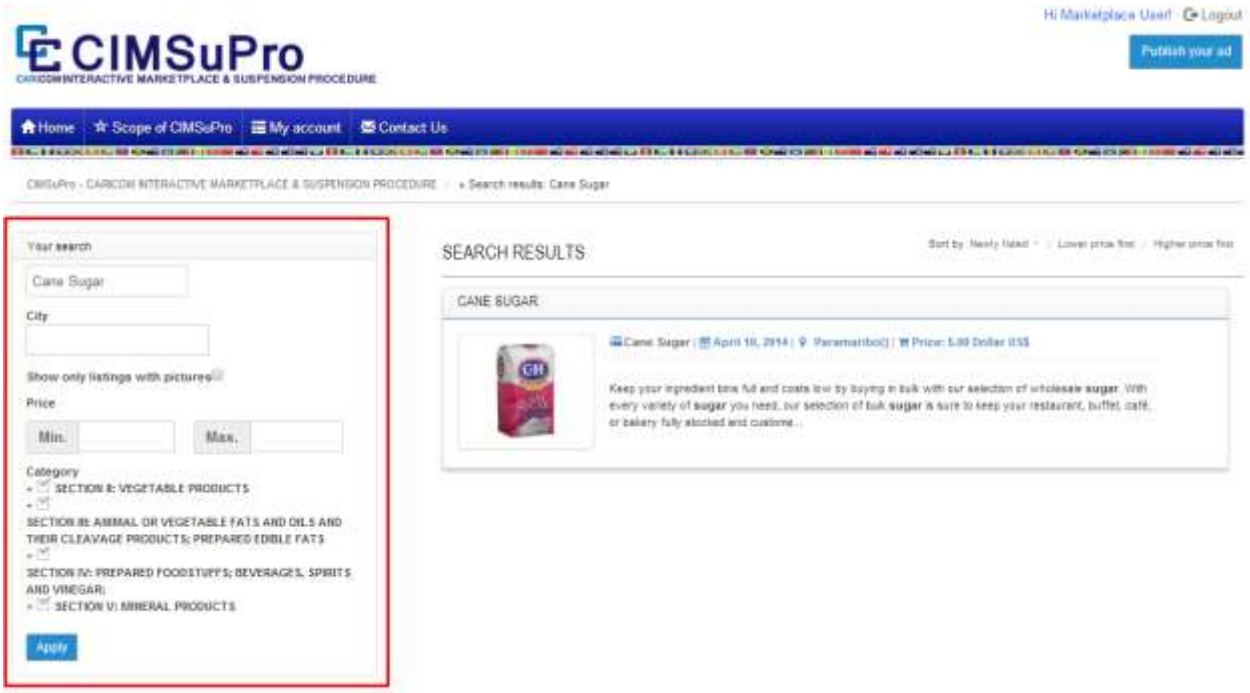
CET based Search
You can search through a Common External Tariff (CET) by selecting a CET on the sidebar. After selecting a CET, click on the “Search” button.



Location based Search
Select a location on the sidebar of your homepage if you want to search within a specific country of the Caricom. Only the countries with listings will be listed on the sidebar. Click on one of the locations and you will get an overview of all the posted listings of that country.



You can go through the listing of the selected country or do a custom search within the country by filling in the fields on the sidebar and then clicking on “Apply”.

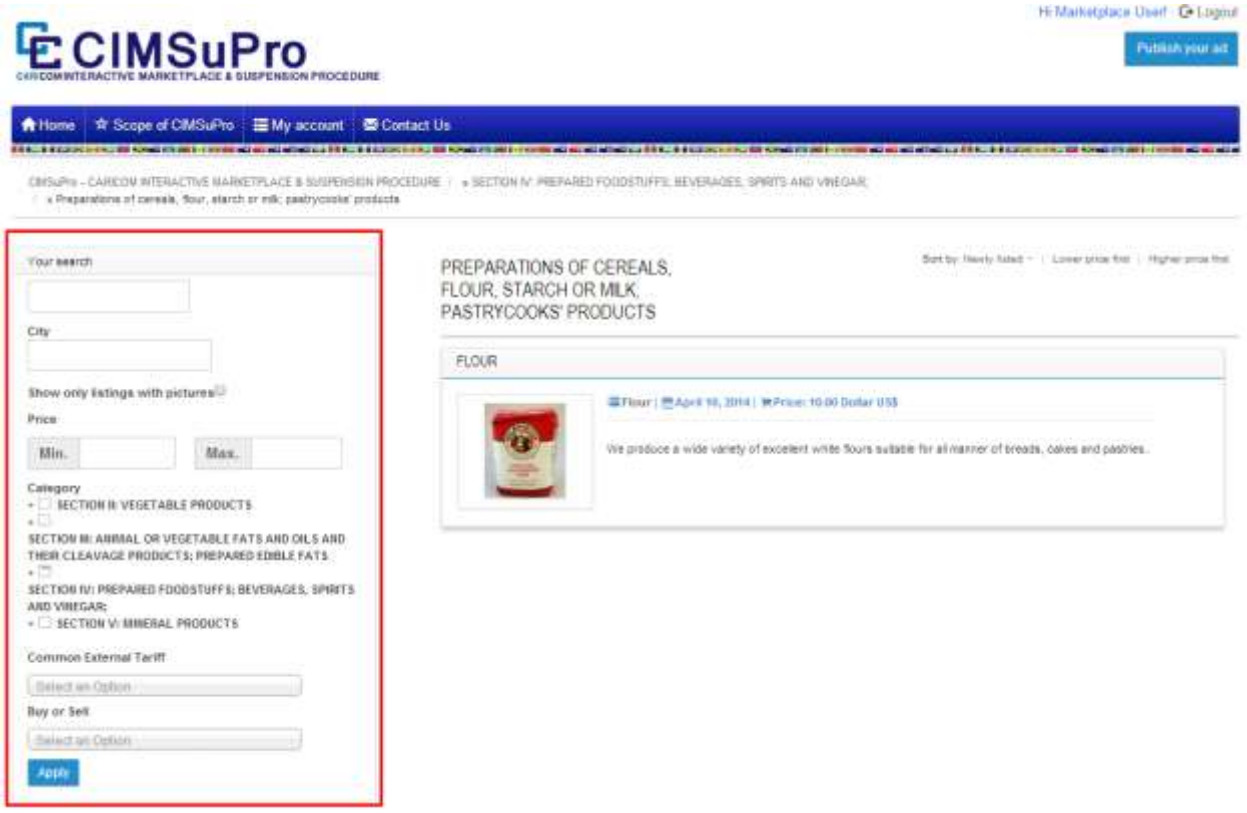


Category Search

You can search within a category by selecting a category on the sidebar of the homepage. Only the categories with listings will be listed on the sidebar.

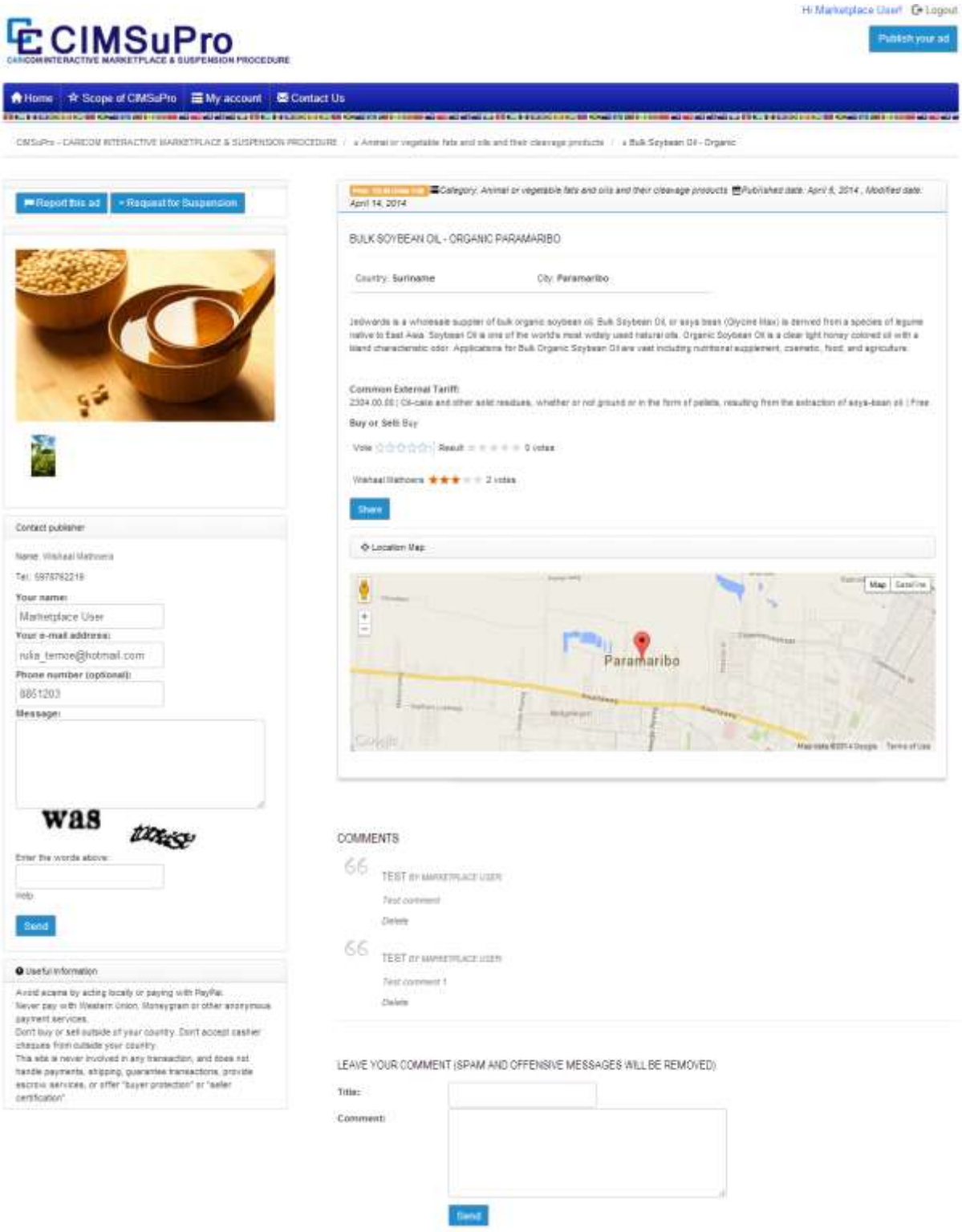
CATEGORIES
SECTION II: VEGETABLE PRODUCTS
SECTION IV: PREPARED FOODSTUFFS; BEVERAGES, SPIRITS AND VINEGAR;
Sugars and sugar confectionery
Preparations of cereals, flour, starch or milk; pastrycooks' products
SECTION V: MINERAL PRODUCTS

You will get an overview of all the listings from that category. You can go through the listing of the selected category or do a custom search within the category by filling in the fields on the sidebar and then clicking on “Apply”.



3.3.1 Matching results

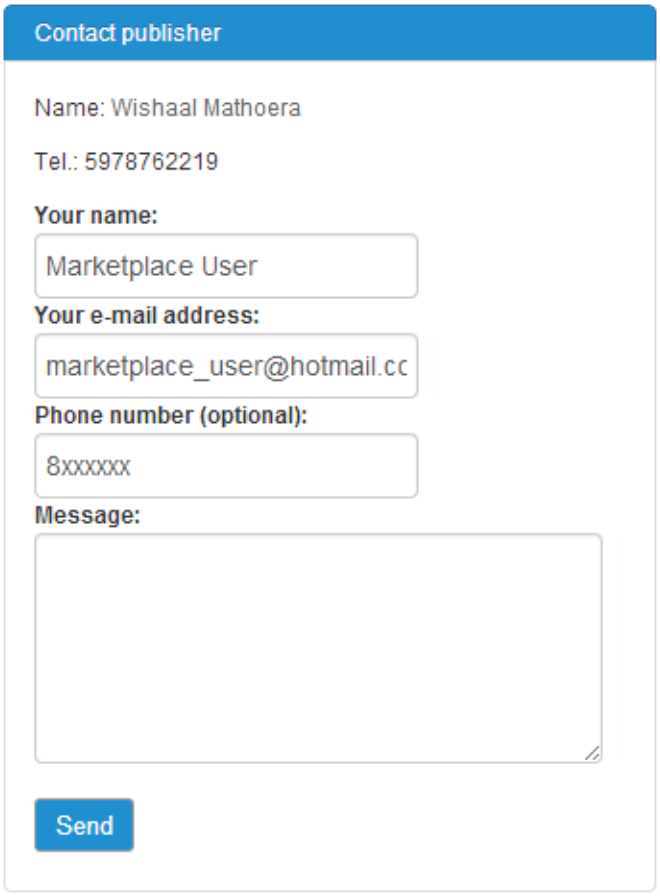
If there are matching results, click on one of the results and you will see the information of that listing.



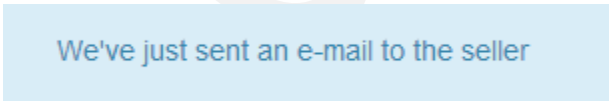
Note: You can initiate a suspension procedure if there are no matching results after searching or the product does not meet the technical requirements. See paragraph 4.1 to request for suspension.

Contact Publisher

If you are satisfied with the result, you have the ability on the sidebar to contact the publisher. Write a message and then click on the “Send” button.

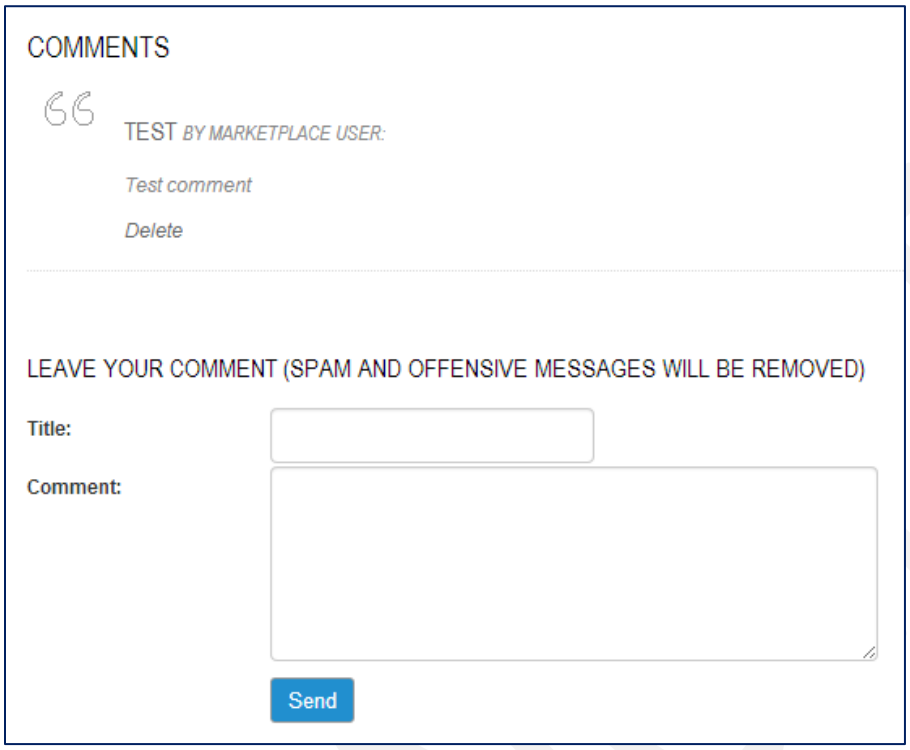


If your message has been sent successfully, the following message will appear.

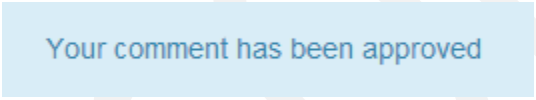


Leave Comment

You have the ability to leave a comment on a listing that will be visible for all marketplace visitors. Write your comment and then click on the “Send” button. You can also view previous comments posted by other marketplace users.

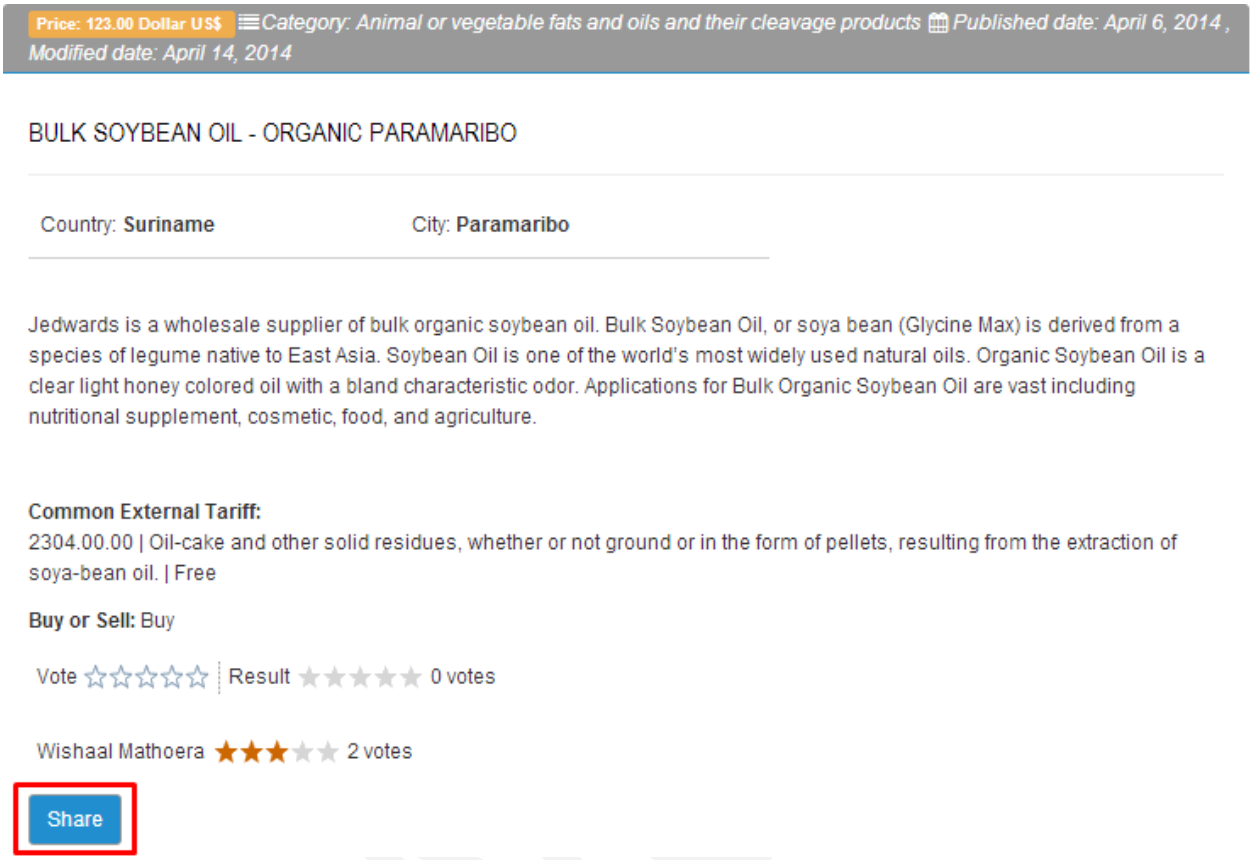


If your comment has been posted successfully, the following message will appear.

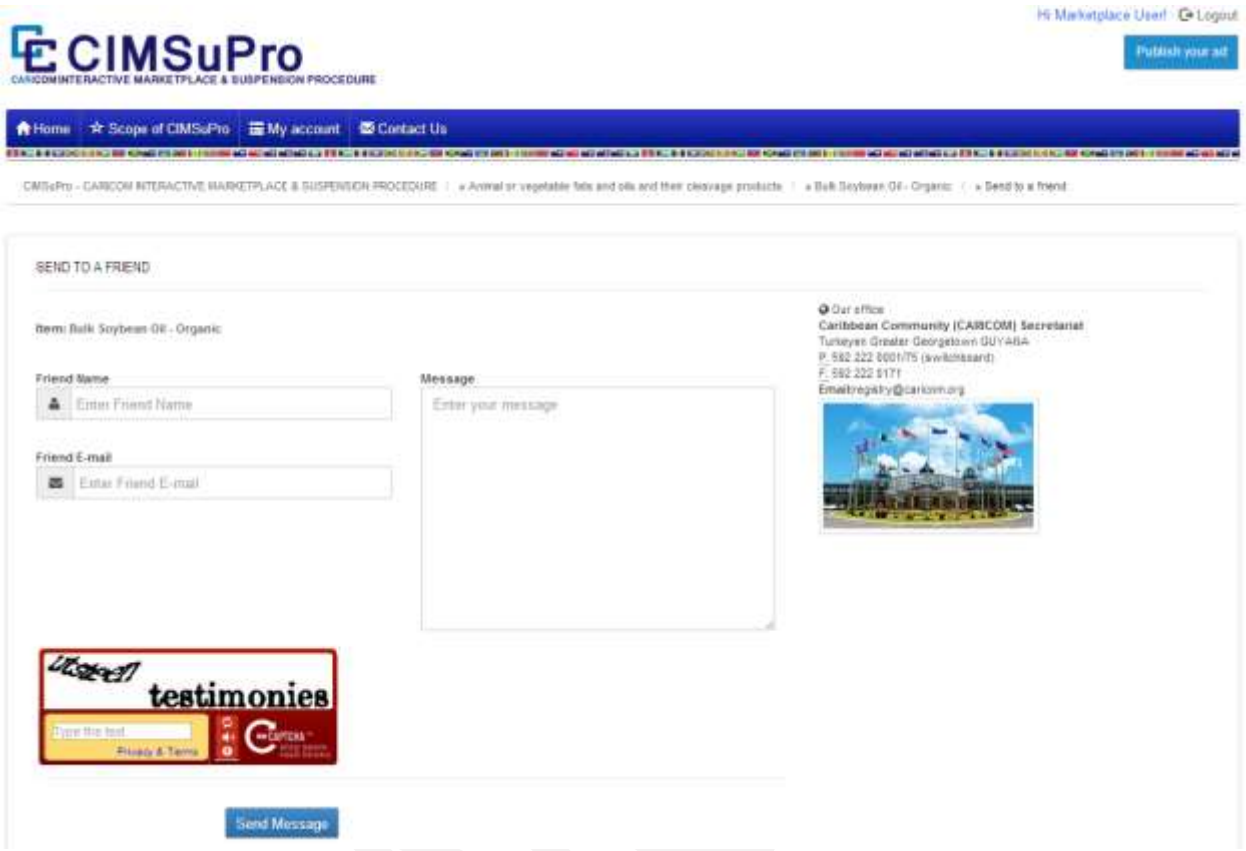


Share listing

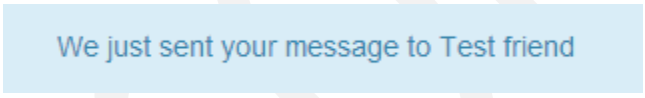
You can send the listing to a friend by clicking on the “Share” button.


Price: 123.00 Dollar US$
Category: Animal or vegetable fats and oils and their cleavage products
Published date: April 6, 2014 , Modified date: April 14, 2014
BULK SOYBEAN OIL - ORGANIC PARAMARIBO
Country: Suriname
City: Paramaribo
Jedwards is a wholesale supplier of bulk organic soybean oil. Bulk Soybean Oil, or soya bean (Glycine Max) is derived from a species of legume native to East Asia. Soybean Oil is one of the world's most widely used natural oils. Organic Soybean Oil is a clear light honey colored oil with a bland characteristic odor. Applications for Bulk Organic Soybean Oil are vast including nutritional supplement, cosmetic, food, and agriculture.
Common External Tariff:
2304.00.00 | Oil-cake and other solid residues, whether or not ground or in the form of pellets, resulting from the extraction of soya-bean oil. | Free
Buy or Sell: Buy
Vote
Result
0 votes
Wishaal Mathoera
2 votes
Share

The following page will appear. Fill in the necessary information and then click on the “Send message” button. Your friend will be informed by e-mail.

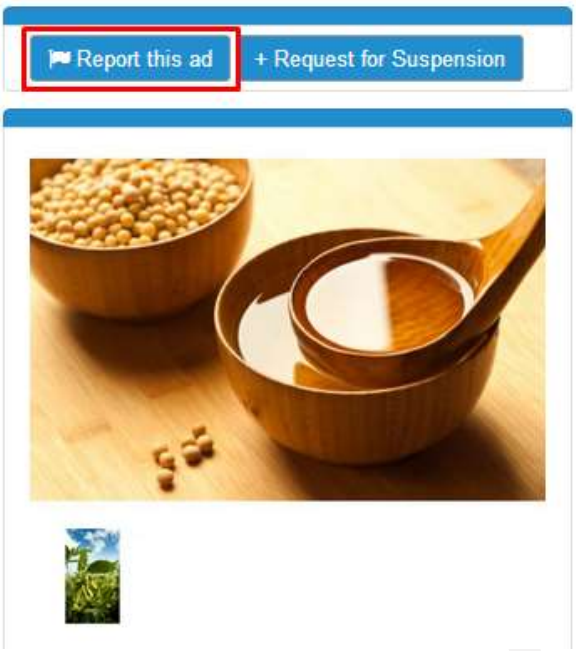


If your message has been sent successfully, the following message will appear.

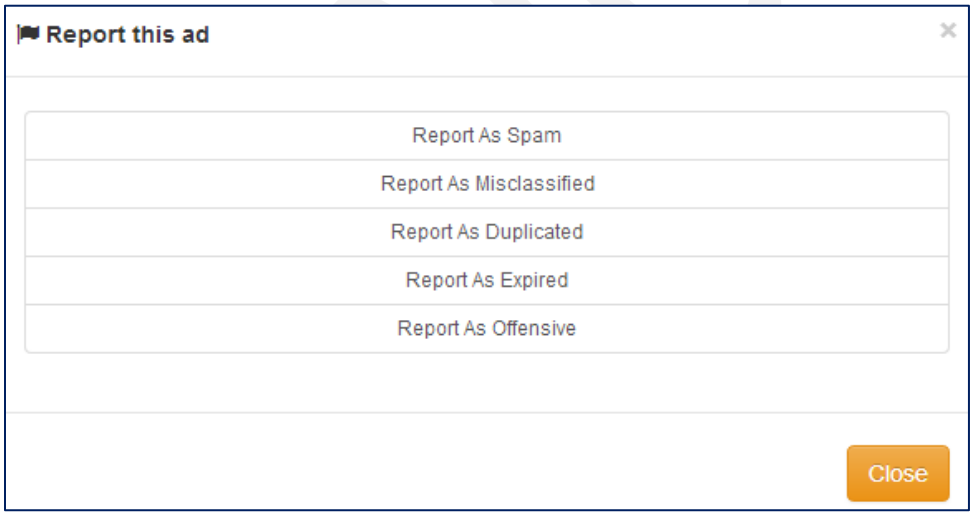


Report listing

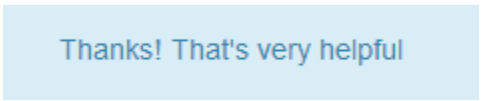
You have the ability to report a listing by clicking on one of the listings and then on the “Report this ad” button on the sidebar.



The following dialog box will appear. You can report the ad for one of the following reasons.



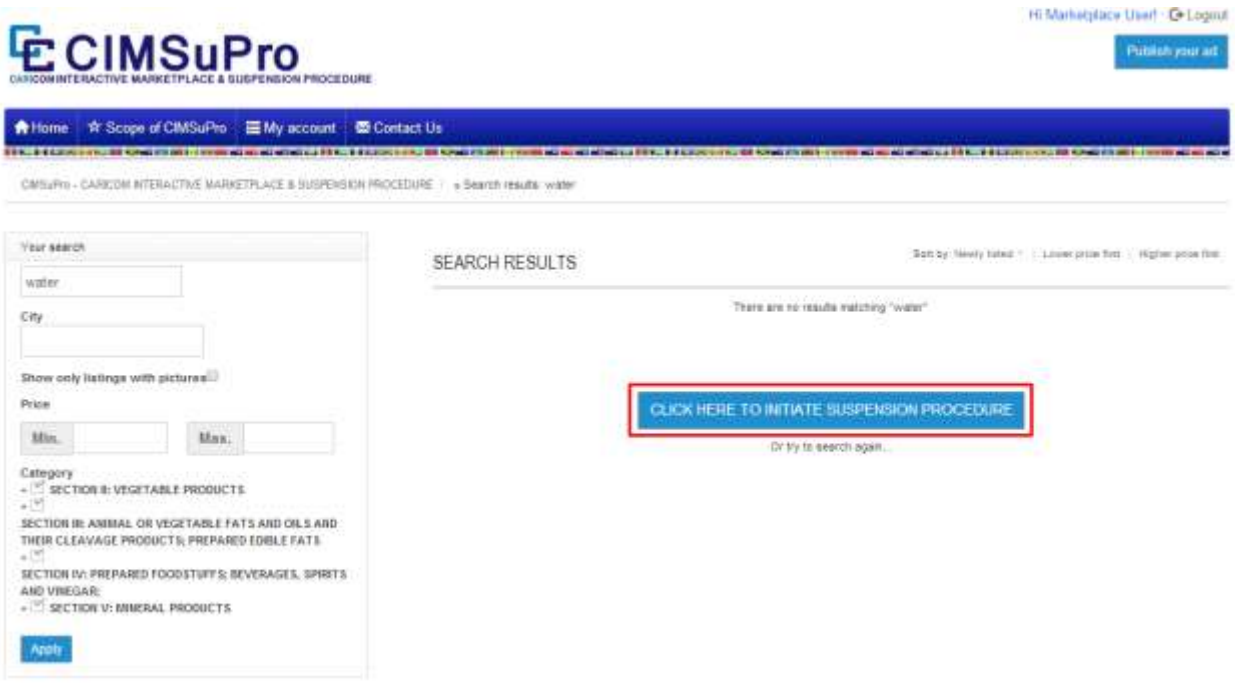
After reporting, the following message will appear.



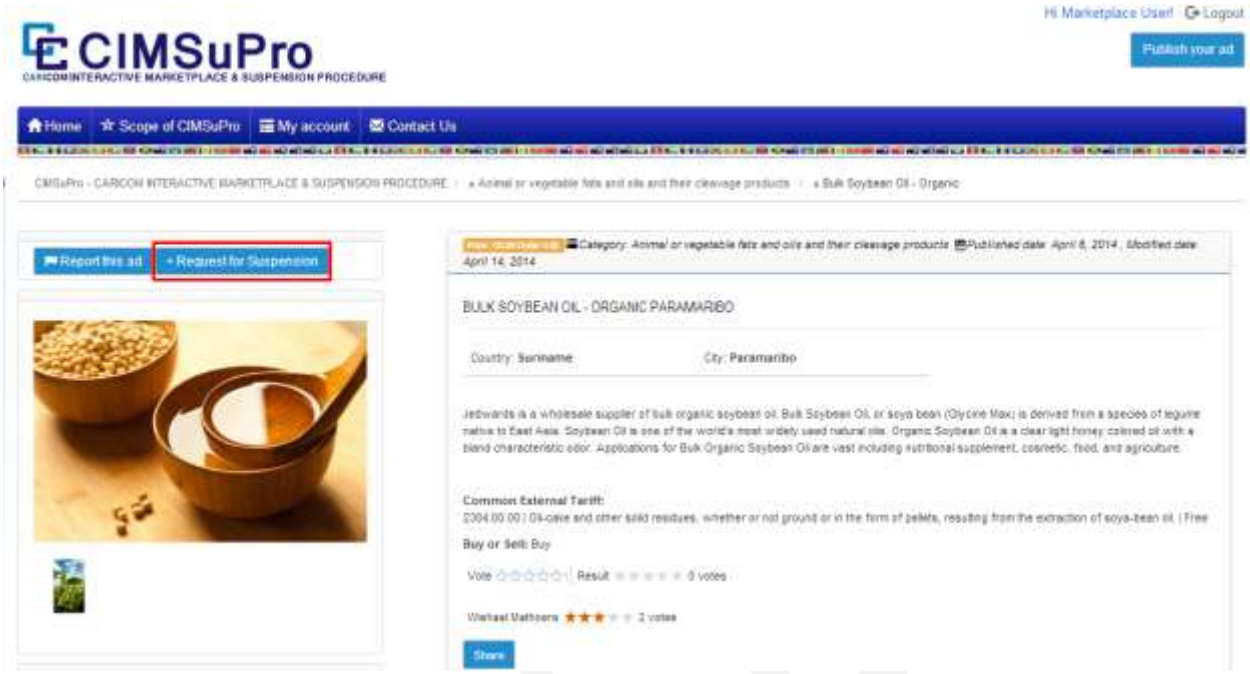
4. Suspensions

4.1 Request suspension

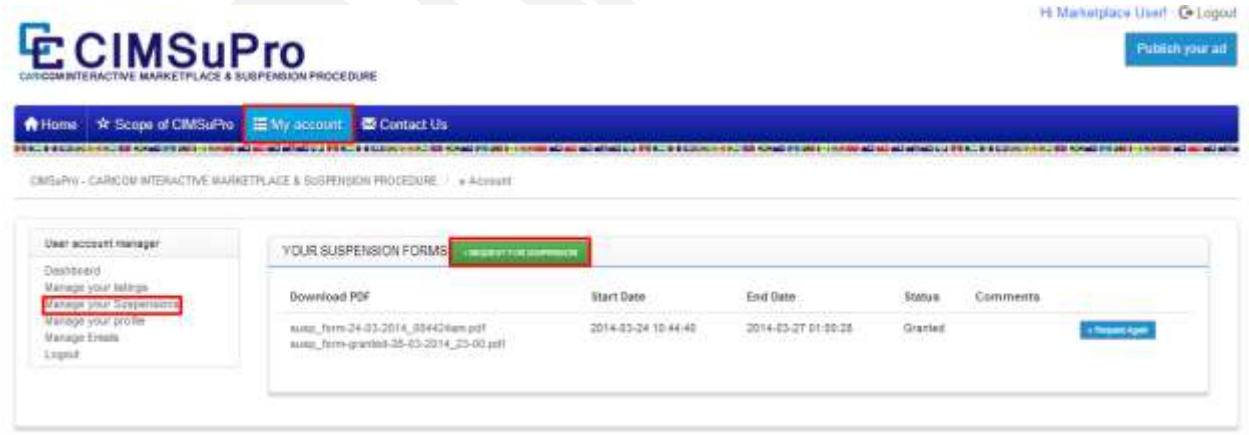
If there are no matching results you can request for suspension by clicking on the “Click here to initiate suspension procedure” button.



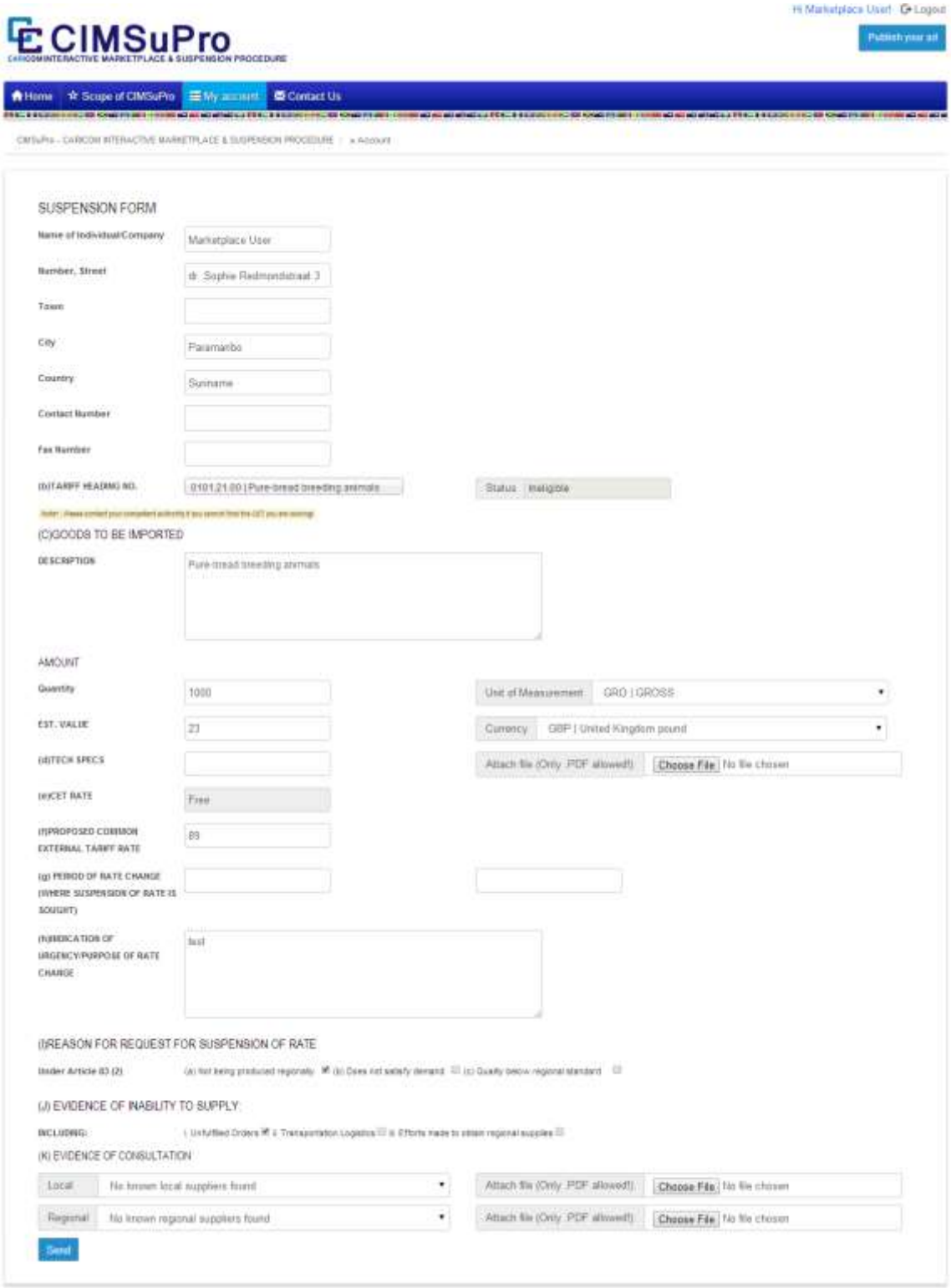
If you are not satisfied with the results or the product does not meet the technical requirements, you can also initiate a suspension procedure by clicking on the “Request for suspension” button on the sidebar.



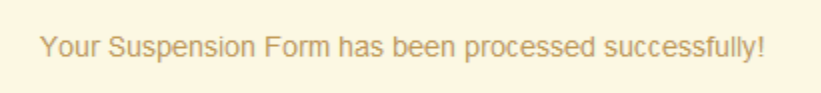
You can also request for suspension by clicking on the “My account” tab on the homepage, then navigating to “Manage your suspensions” on the sidebar and finally clicking on the “Request for suspension” button.



The suspension form will appear. Fill in the form. A description of the fields will appear when hovering on every field. After you have completely filled in the suspension form, click on the “Send” button.



If your suspension form has been processed successfully, the following message will appear.

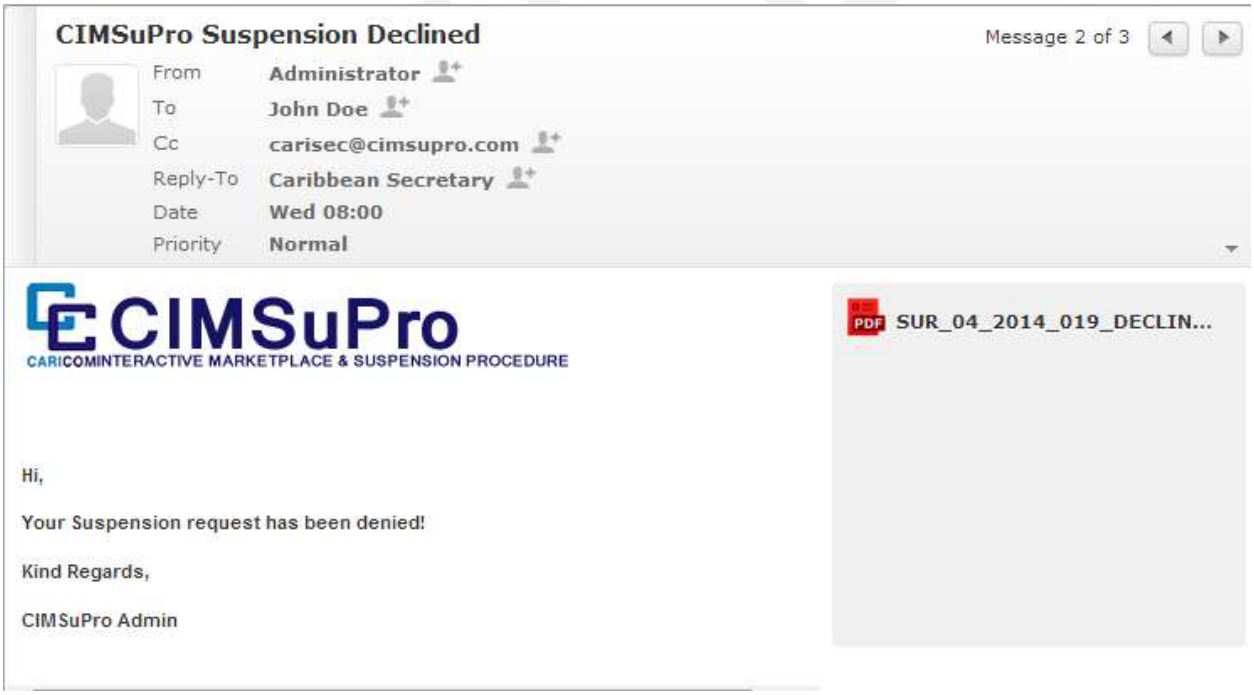


4.2 Suspension status

Your requested suspension will be handled by the Competent Authority of your country and within 16 days you will get a response.

If a supplier is found within 9 days you will receive an e-mail with details about the supplier. You can contact the supplier directly.

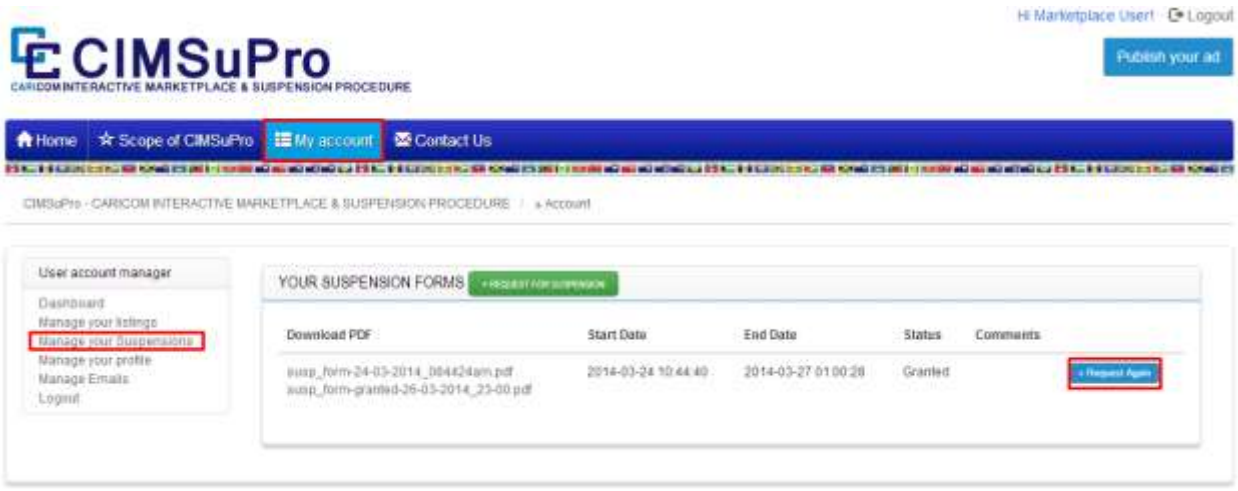
If it turns out that there really is traded between you and supplier, the Caricom Secretariat will decline your suspension request. You will receive an e-mail with the declined form.



If no supplier is found within 9 days you will receive an e-mail with the granted form within 7 days.

4.3 Manage suspensions

By clicking on the “My account” tab on the homepage and then navigating to “Manage your suspensions” on the sidebar, you will get an overview of all your requested suspensions.



Download

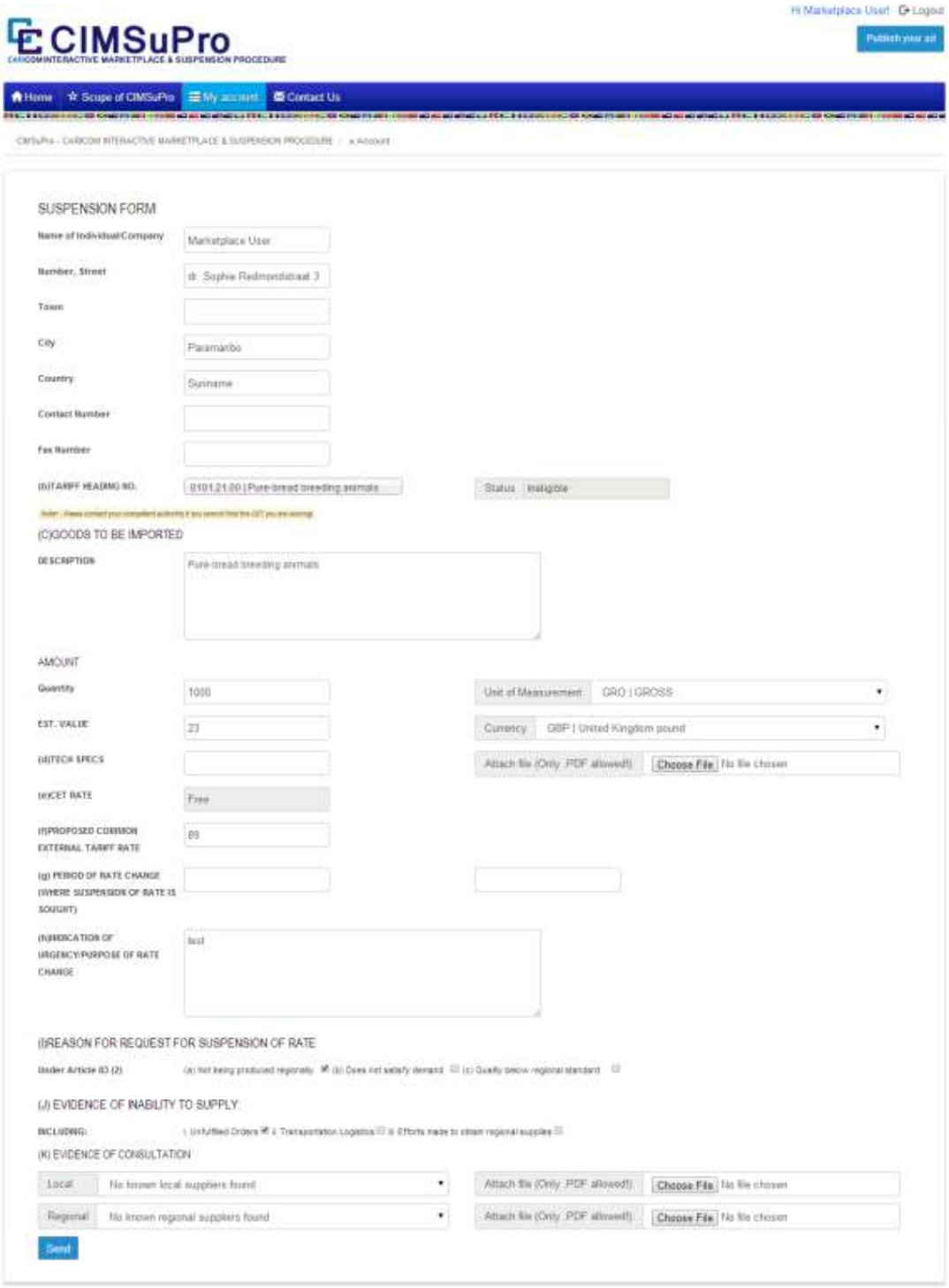
You can download your suspension form in PDF format by clicking on the file name.

susp_form-granted-26-03-2014_23-00.pdf

CONCEPT

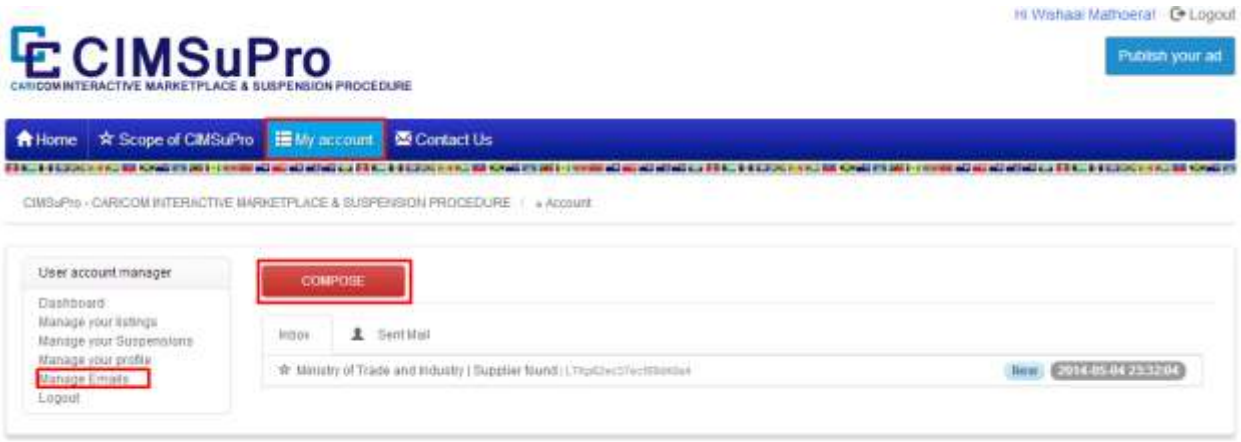
Re-request

You can also re-request one of your suspensions by clicking on the “Request again” button. The suspension form of that request will appear. You have the ability to edit the information and then click on the “Send” button. From that moment a new suspension procedure has been started. The re-request button is intended to give users prefilled suspension forms, for example if you are a company who submits the same suspension form every year, then you can use the re-request option to submit the form without manually filling in everything again.

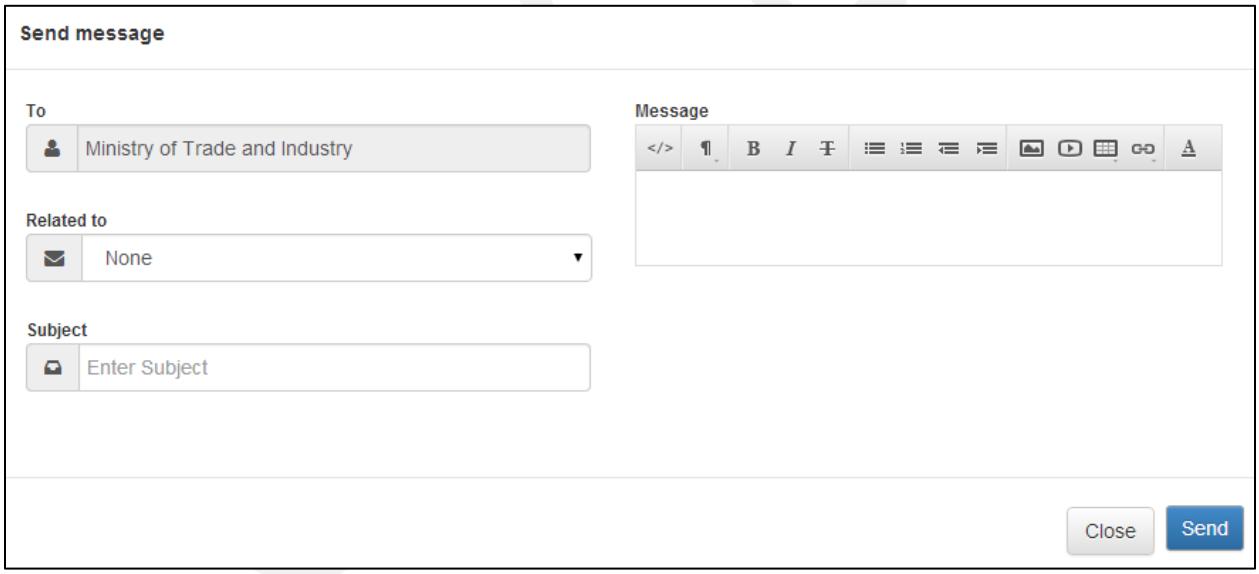


5. Manage e-mails

By clicking on the “My account” tab on the homepage and then navigating to “Manage your e-mails” on the sidebar, you can send the competent authority of your country a message related to a suspension case.



You can send a message by clicking on the “Compose” button. Write your message and then click on the “Send” button.



If your message has been sent successfully, the following message will appear.

6. Manage Profile

You can manage your profile by clicking on the “My account” tab on the homepage and then navigating to “Manage your profile” on the sidebar. The following page will appear. After changing your profile information, click on the “Update” button.

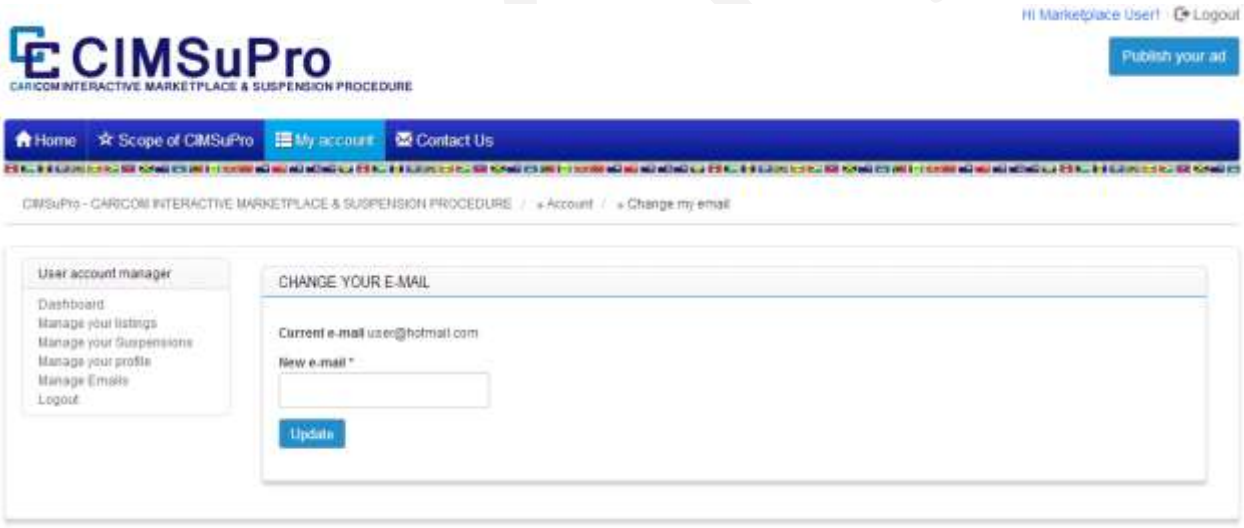
The following message will appear.

Your profile has been updated successfully

You can modify your e-mail address or password by clicking on “Modify e-mail” or “Modify password”.

Modify e-mail

The following page will appear if you have chosen to modify your e-mail. Fill in your new e-mail address and then click on the “Update” button.

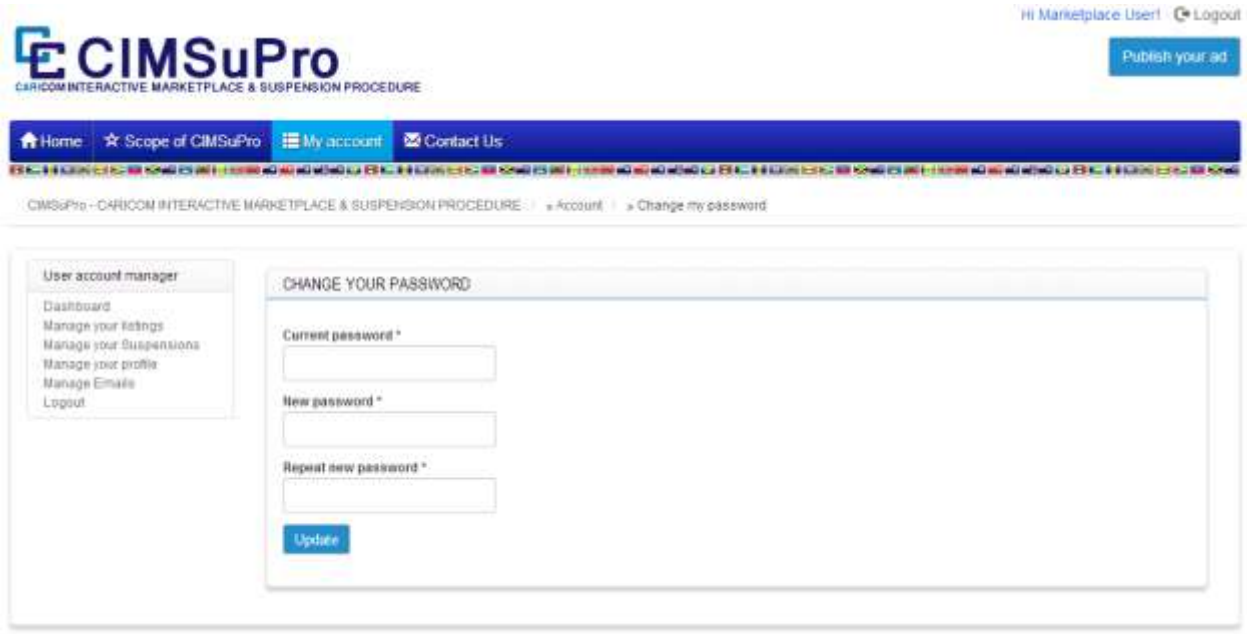


If your new e-mail address has been modified successfully, the following message will appear.

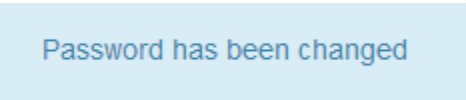
We've sent you an e-mail. Follow its instructions to validate the changes

Modify password

The following page will appear if you have chosen to modify your password. Fill in your current and new password and then click on the “Update” button.



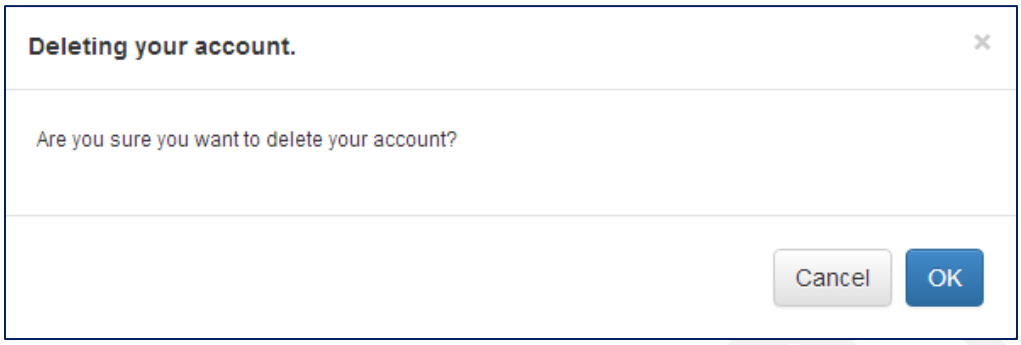
If your new password has been modified successfully, the following message will appear.



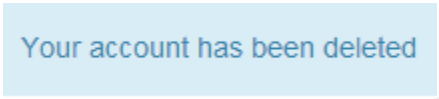
CONCEPT

Delete account

Further you have the ability to delete your account by clicking on the “Delete Account” button. The following pop-up message will appear and by clicking on “OK”, your account will be removed.



If your account has been removed successfully, the following message will appear.



CONCEPT

7. Log Out

You can log out of the CIMSuPro Marketplace by clicking on the "Sign Out" button in the header. The homepage will appear again.

CONCEPT